



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Leave Request By Employee Inquiry**

Name: CARRINGTON, LORETTA

Employee ID/ Appt ID: 060 - 13 - 0001 /

Begin Date: 10 / 01 / 00 End Date: 10 / 31 / 00

Total Hours: 16.00

Leave Category:

| Approval Details |            | Request Details |            | Request Document Details |           | Reference Document Details |  |
|------------------|------------|-----------------|------------|--------------------------|-----------|----------------------------|--|
|                  | Begin Date | End Date        | Leave Type | Input                    | Appr Flag | Approval Reason            |  |
| 1                | 10 02 00   | 10 03 00        | SLS        | 16.00                    | Y         |                            |  |
| 2                |            |                 |            |                          |           |                            |  |
| 3                |            |                 |            |                          |           |                            |  |
| 4                |            |                 |            |                          |           |                            |  |



### NOTES



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

The Leave Request by Employee Inquiry (QLRQ) window displays all the leave requests an employee has requested for a given period of time by leave category.

**Step 1** To open the QLRQ from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QLRQ** in the **CODE**. Select OPEN.

**Step 2** Populate the following fields to narrow your search on the QLRQ window.

**NAME** – Inferred. Displays the employee's full name (last name, first name and middle initial).

**EMPLOYEE ID** – Required. Enter the employee's identification number for the employee to be displayed. Type **060-13-0001**.

**APPOINTMENT ID** – Required. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee's primary appointment.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's leave requests. Type **10-01-00**.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's leave requests. The begin date is the default value. Type **10-31-00**.

Select **DISPLAY: BROWSE DATA** to display the employee record.

**Step 3** Let's look at the remainder of the Header Information fields to gain an understanding of each.

**TOTAL HOURS** – Inferred. Displays the total hours of leave the employee has requested in the specified time period.

**LEAVE CATEGORY** – Optional. Enter the employee's leave category to be displayed. Valid values are located on the Event Category (CATG) window.



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Employee ID / Appt ID: 060 - 13 - 0001 /

Begin Date: 10 / 01 / 00 End Date: 10 / 31 / 00

Total Hours: 16.00

Leave Category:

Approval Details Request Details Request Document Details Reference Document Details

|   | Begin Date | End Date | Leave Type | Input | Appr Flag | Approval Reason |
|---|------------|----------|------------|-------|-----------|-----------------|
| 1 | 10 02 00   | 10 03 00 | SLS        | 16.00 | Y         |                 |
| 2 |            |          |            |       |           |                 |
| 3 |            |          |            |       |           |                 |
| 4 |            |          |            |       |           |                 |



### NOTES



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Step 4** Let's look at the Approval Details fields to gain an understanding of each.

### APPROVAL DETAILS

The Approval Details panel displays leave request information and the approval status of this request.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's leave requests.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's leave requests. The begin date is the default value.

**LEAVE TYPE** – Inferred. Displays the type of leave (i.e. annual leave, sick leave, share leave, etc.).

**INPUT** – Inferred. Displays the input amount for the type of leave requested for the time period specified.

**APPR FLAG** – Inferred. Displays whether the leave request has been approved or not *Y* (yes) or *N* (no).

**APPROVAL REASON** – Inferred. Displays the approval reason if any.



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

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Name: CARRINGTON, LORETTA

Employee ID / Appt ID: 060 - 13 - 0001 /

Begin Date: 10 / 01 / 00 End Date: 10 / 31 / 00

Total Hours: 16.00

Leave Category:

Approval Details Request Details Request Document Details Reference Document Details

|   | Begin Date           | End Date | Reason   |
|---|----------------------|----------|--|
| 1 | 10 02 00             | 10 03 00 | <div style="background-color: cyan; width: 100%; height: 100%;"></div> |
| 2 |                      |          |  |
| 3 |                      |          |  |
| 4 | <input type="text"/> |          |  |



## NOTES



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Step 5** Let's look at the Request Detail fields to gain an understanding of each.

### REQUEST DETAIL

The Request Detail panel displays the begin date and end date of the leave request as well as the reason for the request.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's leave requests.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's leave requests. The begin date is the default value.

**REASON** – Inferred. Displays the reason for the employee's leave request.



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Leave Request By Employee Inquiry**

Name: CARRINGTON, LORETTA

Employee ID/ Appt ID: 060 - 13 - 0001 /   

Begin Date: 10 / 01 / 00 End Date: 10 / 31 / 00

Total Hours: 16.00

Leave Category:   

Approval Details | Request Details | Request Document Details | Reference Document Details

|   | Begin Date | End Date | Line No | Doc Type | Agency | Document No |
|---|------------|----------|---------|----------|--------|-------------|
| 1 | 10 02 00   | 10 03 00 | 0001    | LREQ     | 300    | LREQTL13002 |
| 2 |            |          |         |          |        |             |
| 3 |            |          |         |          |        |             |
| 4 |            |          |         |          |        |             |



### NOTES



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Step 6** Let's look at the Request Document Details fields to gain an understanding of each.

### REQUEST DOCUMENT DETAILS

The Request Document Details panel displays detailed information entered on the original leave request documents.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's leave requests.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's leave requests. The begin date is the default value.

**LINE NO** – Inferred. Displays the line number of the leave request from the Leave Request (LREQ) document.

**DOC TYPE** – Inferred. Displays the document type on which the leave request was submitted.

**AGENCY** – Inferred. Displays the agency (i.e., operating entity) under which the document was submitted.

**DOCUMENT NO** – Inferred. Displays the document number that was used to submit the leave request.





## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Leave Request By Employee Inquiry**

Name:

Employee ID / Appt ID:  /

Begin Date:  End Date:

Total Hours:

Leave Category:

Approval Details | Request Details | Request Document Details | Reference Document Details

|   | Begin Date | End Date | Other Doc Type | Other Agency | Other Document No |
|---|------------|----------|----------------|--------------|-------------------|
| 1 | 10 02 00   | 10 03 00 |                |              |                   |
| 2 |            |          |                |              |                   |
| 3 |            |          |                |              |                   |
| 4 |            |          |                |              |                   |



### NOTES



## LEAVE REQUEST BY EMPLOYEE INQUIRY (QLRQ)

**Step 7** Let's look at the Reference Document Details fields to gain an understanding of each.

### REFERENCE DOCUMENT DETAILS

The Reference Document Details panel displays detailed information regarding reference documents that pulled information from the Employee Leave Request (LREQ).

**BEGIN DATE** - Optional. Enter the Begin Date to position the beginning of the scan to start with a specific Begin Date of the employee's leave request. The date entered must be within the Begin Date and the End Date specified in the header. If left blank, the date will be completed for the leave event requested.

**END DATE** - Optional. Enter the End Date to position the beginning of the scan to start with a specific End Date of the employee's leave request. The date entered must be within the Begin Date and the End Date specified in the header. If left blank, the date will be completed for the leave event requested.

**OTHER DOCUMENT TYPE** - Display Only. The Document Type of the timesheet documents (CITS or CREW) that pulled information from the Employee Leave Request Document (LREQ) is displayed.

**OTHER AGENCY** - Display Only. The Agency entered on the timesheet document that pulled information from the Employee Leave Request Document (LREQ) is displayed.

**OTHER DOCUMENT NUMBER** - Display Only. The Document Number assigned to the timesheet document that pulled information from the Employee Leave Request Document (LREQ) is displayed.



## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Hours By Pay Location Inquiry**

Pay Location: YAP4H0      Date: 10 / 02 / 00

Employee Details    Accounting Details    Document Details

|   | Employee ID | Appt ID | Name            | Event Type | Hours |
|---|-------------|---------|-----------------|------------|-------|
| 1 | 060 10 0051 |         | YOUNG, ALAN     | REGLR      | 8.00  |
| 2 | 060 10 0071 |         | HENDRICKS, ZACH | REGLR      | 8.00  |
| 3 | 060 10 0081 |         | LOVE, KAREN     | REGLR      | 8.00  |
| 4 | 060 10 0091 |         | GREY, ZANE      | REGLR      | 8.00  |



### NOTES



## HOURS BY PAY LOCATION INQUIRY (QHPL)

The Hours by Pay Location Inquiry (QHPL) window displays all the employees of a specific pay location and their time and attendance data for a specific day.

**Step 1** To open the QHPL from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QHPL** in the **CODE**. Select OPEN.

**Step 2** Populate the following fields to narrow your search on the QHPL window.

**PAY LOCATION** – Required. Enter the pay location for the employees whose time and attendance is to be displayed. Type **YAP4H0**.

**DATE** – Required. Enter the date to display the pay location's time and attendance data. Type **10-02-00**.

Select **DISPLAY: BROWSE DATA** to display the employee records.

**Step 3** Let's look at the Employee Details fields to gain an understanding of each.

### **EMPLOYEE DETAILS**

The Employee Details panel displays the employee identification information, the type of pay or leave event and the hours related to this event.

**EMPLOYEE ID** – Required. Enter the employee's identification number assigned to the specified pay location.

**APPT ID** – Required. Enter the employee's appointment identification number assigned to the specified pay location.

**NAME** – Inferred. Displays the employee's name whose time and attendance data is requested.

**EVENT TYPE** – Inferred. Displays the employee's pay or leave event type for the date specified.

**HOURS** – Inferred. Displays the total hours related to the event type of the employee for the date specified.



## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Hours By Pay Location Inquiry**

Pay Location:  Date:

|   | Employee ID                              | Appt ID | Labor Distribution | Labor Option | Fund | Agency | Org | Sub-Org | Appr Unit |
|---|--|---------|--------------------|--------------|------|--------|-----|---------|-----------|
| 1 | <input type="text" value="060 10 0051"/> |         |                    |              |      |        |     |         |           |
| 2 | 060 10 0071                              |         |                    |              |      |        |     |         |           |
| 3 | 060 10 0081                              |         |                    |              |      |        |     |         |           |
| 4 | 060 10 0091                              |         |                    |              |      |        |     |         |           |



### NOTES



## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Step 4** Let's look at the Accounting Details fields to gain an understanding of each.

### ACCOUNTING DETAILS

The Accounting Details panel displays the accounting distribution to which the employee's hours are being charged.

**EMPLOYEE ID** – Required. Enter the employee's identification number assigned to the specified pay location.

**APPT ID** – Required. Enter the employee's appointment identification number assigned to the specified pay location.

**LABOR DISTRIBUTION** – Inferred. Displays the employee's labor distribution for the specified pay location.

**LABOR OPTION** – Inferred. If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are: "Employee Assignment", "Entered Profile", "Entered Acctg Values" and "Position Assignment".

**FUND** – Inferred. Displays the fund the employee was paid from for the specified pay location.

**AGENCY** – Inferred. Displays the agency (i.e., operating entity) to which the employee belongs.

**ORG** – Inferred. Displays the organization to which the employee belongs.

**SUB-ORG** – Inferred. Displays the sub-organization, if any, to which the employee belongs.

**APPR UNIT** – Inferred. Displays the appropriation unit the employee was paid from.



## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Hours By Pay Location Inquiry**

Pay Location:  Date:

Employee Details    Accounting Details    Document Details

|   | Employee ID | Appt ID | Labor Distribution | Labor Option | Fund | Agency | Org | Sub-Org | Appr Unit |
|---|-------------|---------|--------------------|--------------|------|--------|-----|---------|-----------|
| 1 | 060 10 0051 |         |                    |              |      |        |     |         |           |
| 2 | 060 10 0071 |         |                    |              |      |        |     |         |           |
| 3 | 060 10 0081 |         |                    |              |      |        |     |         |           |
| 4 | 060 10 0091 |         |                    |              |      |        |     |         |           |



### NOTES

## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Step 4** Let's continue to look at the Accounting Details fields.

**ACTIVITY** – Inferred. Displays the activity used, if any, to pay the employee.

**FUNCTION** – Inferred. Displays the function used, if any, to pay the employee.

**OBJECT** – Inferred. Displays the object code used to pay the employee.

**SUB-OBJECT** – Inferred. Displays the sub-object used, if any, to pay the employee.

**JOB NUMBER** - Inferred. Displays the job number used, if any, to pay the employee.

**REPORTING CATEGORY** - Inferred. Displays the reporting category used, if any, to pay the employee.







## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Hours By Pay Location Inquiry**

Pay Location: YAP4H0      Date: 10 / 02 / 00

Employee Details    Accounting Details    Document Details

|   | Employee ID | Appt ID | Event Type | Hours | Line No | Doc Type | Doc Agency | Doc Number |
|---|-------------|---------|------------|-------|---------|----------|------------|------------|
| 1 | 060 10 0051 |         | REGLR      | 8.00  | 0006    | CREW     | 860        | CREWTL13   |
| 2 | 060 10 0071 |         | REGLR      | 8.00  | 0003    | CREW     | 860        | CREWTL13   |
| 3 | 060 10 0081 |         | REGLR      | 8.00  | 0004    | CREW     | 860        | CREWTL13   |
| 4 | 060 10 0091 |         | REGLR      | 8.00  | 0002    | CREW     | 860        | CREWTL13   |



### NOTES



## HOURS BY PAY LOCATION INQUIRY (QHPL)

**Step 5** Let's look at the Document Details fields to gain an understanding of each.

### DOCUMENT DETAILS

The Document Details panel displays detailed information entered on the original document.

**EMPLOYEE ID** – Required. Enter the employee's identification number assigned to the specified pay location.

**APPT ID** – Required. Enter the employee's appointment identification number assigned to the specified pay location.

**EVENT TYPE** – Inferred. Displays the employee's pay or leave event type for the date specified.

**HOURS** – Inferred. Displays the total hours related to the event type of the employee for the date specified.

**LINE NO** – Inferred. Displays the line number of the event type specified.

**DOC TYPE** – Inferred. Displays the document type on which the event type was submitted.

**DOC AGENCY** – Inferred. Displays the agency (i.e., operating entity) under which the document was submitted.

**DOC NUMBER** – Inferred. Displays the document number that was used to submit the event type.



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Hours By Employee Inquiry**

Name: YOUNG, ALAN

Employee ID / Appt ID: 060 - 10 - 0051 /     

Begin Date: 10 / 01 / 00

End Date: 10 / 31 / 00

Total Hours: 8.00

Event Type:     

Event Details    Accounting Details    Document Details

|   | Event Date | Event | Hours |
|---|------------|-------|-------|
| 1 | 10 02 00   | REGLR | 8.00  |
| 2 |            |       |       |
| 3 |            |       |       |
| 4 |            |       |       |
| 5 |            |       |       |



## NOTES



## HOURS BY EMPLOYEE INQUIRY (QHRE)

The Hours by Employee Inquiry (QHRE) window displays time and attendance data entered for an employee for a specific date. The user will be able to view all events during a specified time period or only a specific event for the employee by entering the desired event type on the first line.

**Step 1** To open the QHRE from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QHRE** in the **CODE**. Select OPEN.

**Step 2** Populate the following fields to narrow your search on the QHRE window.

**NAME** – Inferred. Displays the employee's full name (last name, first name and middle initial).

**EMPLOYEE ID** – Required. Enter the employee's identification number for the employee to be displayed. Type **060-10-0051**.

**APPOINTMENT ID** – Required. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee's primary appointment.

**TOTAL HOURS** – Inferred. Displays the total hours for time and attendance the employee used in the specified time period.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's time and attendance. The current date is the default date. Type **10-01-00**.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's time and attendance. The current date is the default value. Type **10-31-00**.

Select **DISPLAY: BROWSE DATA** to display the employee record.

**Step 3** Let's continue to look at the Header Information fields to gain an understanding of each.

**EVENT TYPE** – Required. Enter the employee's pay or leave event type for the time period specified.



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Hours By Employee Inquiry**

Name: **YOUNG, ALAN**

Employee ID / Appt ID: **060 - 10 - 0051** /

Begin Date: **10 / 01 / 00**

End Date: **10 / 31 / 00**

Total Hours: **8.00**

Event Type:

Event Details    Accounting Details    Document Details

|   | Event Date | Event | Hours |
|---|------------|-------|-------|
| 1 | 10 02 00   | REGLR | 8.00  |
| 2 |            |       |       |
| 3 |            |       |       |
| 4 |            |       |       |
| 5 |            |       |       |



## NOTES